

Step-by-Step Instructions: How to Create a Group

Common Learning Portal

Overview

This document provides step-by-step instructions on how to create a group.

Please note, only NPS employees are able to create a group. Before creating a group you'll be required to complete the learning activity, [Creating a CLP Commons Group](#). Once you've completed the learning activity you'll see the option "Start a New Group" on the [main CLP Commons Groups page](#).

Step 1: Group Details

Give the new group a name and a description (to help users understand what the group is about and if they should join it).

Create New Group

1. Details 2. Settings 3. NPS Settings 4. Forum 5. Photo 6. Peer Feedback

Group Name (required)

Sample Group

Group Description (required)

This is an example group to help users understand how groups are created.

CREATE GROUP AND CONTINUE

Click the *Create Group and Continue* button at the bottom left of the page.

Create New Group

1. Details 2. Settings 3. NPS Settings 4. Forum 5. Photo 6. Peer Feedback

Group Name (required)

Sample Group

Group Description (required)

This is an example group to help users understand how groups are created.

CREATE GROUP AND CONTINUE

Step 2: Group Settings

1. Set the group privacy options (Choose one).

Create New Group

1. Details 2. Settings 3. NPS Settings 4. Forum 5. Photo 6. Peer Feedback

Privacy Options

☒ ***This is a public group***

- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site member.

☐ ***This is a private group***

- Only users who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.

- a. Public group - Anyone who has created a CLP account can join this group and the content in the group is visible to everyone (both NPS staff and the public).
- b. Private group - Anyone can request membership to the group, but the group's administrator must approve the request before they can see the group's content.
- c. Hidden group - The group will not display in the "Discover Groups" list of groups. Only people who are added via the WordPress dashboard will know the group exists. NOTE: Only CLP Administrators can add users to hidden groups. If you create a hidden group, [contact us](#) for help adding your group members.

2. Click the *Next Step* button at the bottom of the page.

☐ ***This is a private group***

- Only users who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.

☐ ***This is a hidden group***

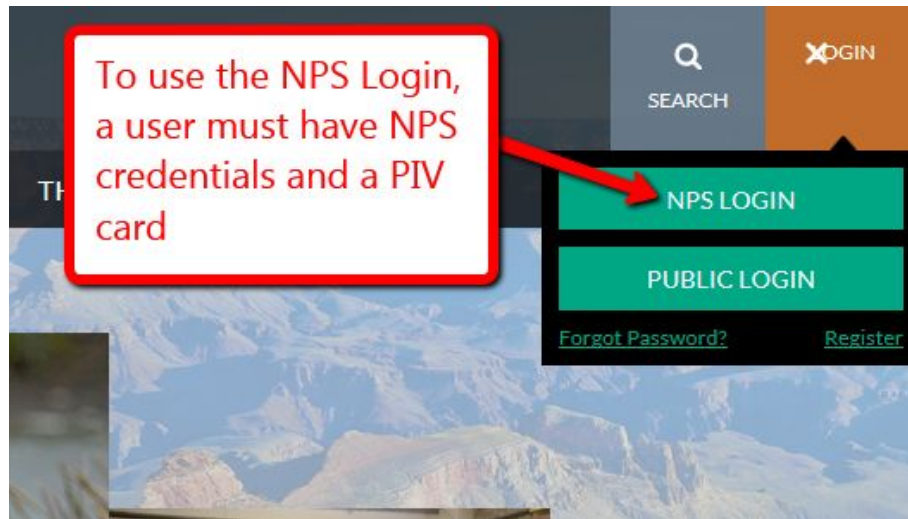
- Only users who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.

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Step 3: NPS Settings

There are two types of users on the Common Learning Portal - NPS users and Public users. "Public" users will often be seasonal staff and volunteers who do not have NPS credentials.



You can restrict your group so that it is accessible only to NPS users. If you choose this setting, members of the public may see that your group exists, but they will not be able to join it.

Create New Group

1. Details 2. Settings 3. NPS Settings 4. Forum 5. Photo 6. Peer Feedback

NPS Privacy Options

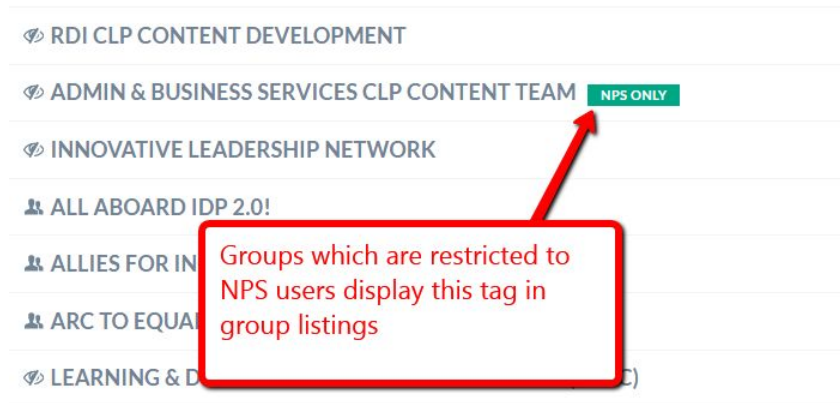
In addition to the standard Settings as defined in step 2 of the Create New Group workflow, you may restrict the visibility of this group's content to Only NPS Members by checking the checkbox below. This additional restriction to which users can view content will be layered on top of the standard Settings according to the following rules:

- **NPS Only + Public Settings**
 - Any NPS site member can join this group
- **NPS Only + Hidden Settings**
 - Only NPS site members can be invited to join this group
 - Only users who are invited to the group can join the group
 - This group will not be listed in the groups directory or search results
 - Group content and activity will only be visible to members of the group

☒ Only NPS Members

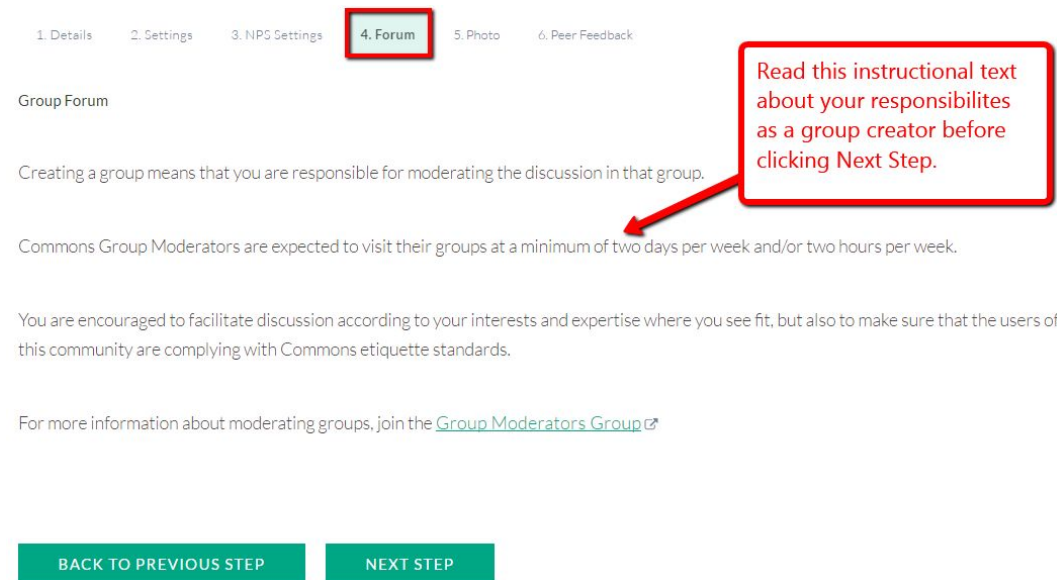
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NPS Only groups may display in group listings (depending upon the *Group Setting* you selected in Step 2). If they are listed, they will display an NPS Only tag.



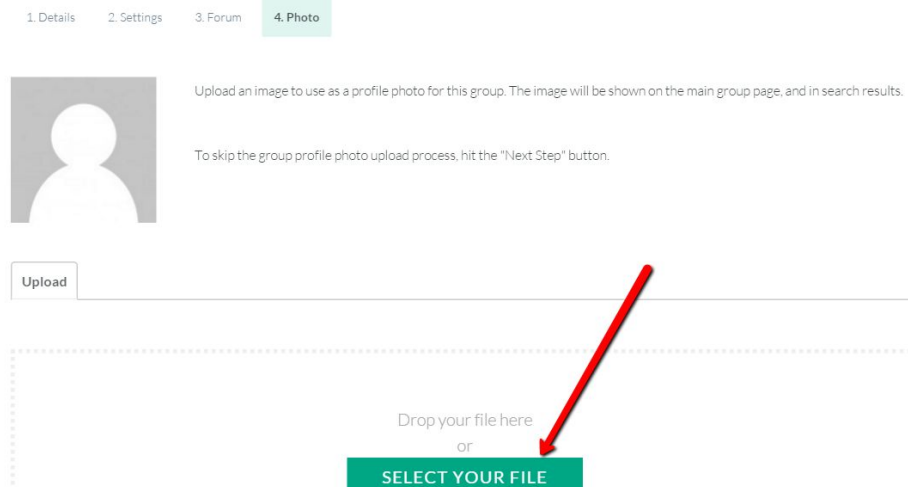
Step 4: Group Forum

All Commons groups will have a discussion forum. Please review the instructional text about your responsibilities as a group creator and then click *Next Step* to continue.

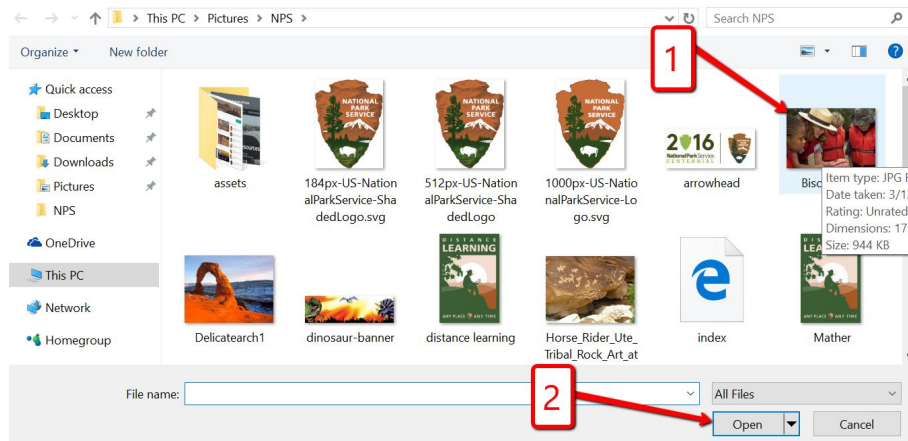


Step 5: Group Photo

1. Click the *Select Your File* button.



2. Choose the image file you want.



3. Crop the image file.

Drag the lines so the highlight is over the portion you want



Click "Crop Image"

4. View the confirmation message and click *Next Step*.

Upload

Delete

The group profile photo was uploaded successfully.

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Step 6: Peer Feedback

Click the *Allow peer feedback in this group* checkbox to enable the optional Peer Feedback feature in this group.

Create New Group

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☒ Allow peer feedback in this group.

Click this checkbox to enable this optional feature

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This feature enables participants in this group to share a work product they've created (i.e. a PowerPoint presentation or a worksheet they intend to use with visitors in their park) and request feedback about the quality of this work product from other members of the group. To request peer feedback, group participants simply start a new topic, include the work product in the topic thread, and click the Request Peer Feedback checkbox.

Topic Title (Maximum Length: 80):

Sample topic - Requesting feedback

Topic Content:

I'd like to request feedback from my peers about this document I've created

Topic Type:

Normal

Topic Status:

Open

☒ Request Peer Feedback

When group participants create a new forum topic they can Request Peer Feedback

When other group members are scanning the topics in the group's forum, a Peer Feedback tag makes it easy for them to see which topics are requesting peer feedback.

Sample Group



Start A Topic...

Viewing 2 topics - 1 through 2 (of 2 total)

Topic



[Some other topic](#)

[Rebecca Wyatt](#)

1

0



[Sample topic – Requesting feedback](#)

PEER FEEDBACK

[Rebecca Wyatt](#)

1

0

Peer Feedback tag
indicates which topics are
requesting feedback